

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

___ ORIGINAL SUBMISSION

___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					

707 - GENERAL SANITATION DIVISION

87		LICENSED CERTIFIED APPLICATORS	US		US	O		P	X	
91		MIGRANT HOUSING APPLICATION LOG	FE+2		FE+2	O		P	X	
99		MIGRANT LABOR HOUSING PENDING FILE	AC+3		AC+3	O		P	X	AC=APPROVAL OF HOUSING
105		MIGRANT HOUSING BULK REGISTER	FE+2		FE+2	O		P	X	
106		MIGRANT HOUSING LICENSES (VOIDED)	FE+2		FE+2	O		P	X	
107		YOUTH CAMP LICENSE ISSUANCE LIST	FE+2		FE+2	O		P	X	
108		YOUTH CAMP BULK REGISTER	FE+2		FE+2	O		P	X	
109		YOUTH CAMP LICENSES (VOIDED)	FE+2		FE+2	O		P	X	AC=EXPIRATION OF LICENSE
111		INSTITUTIONAL SANITATION AND VECTOR CONTROL INSPECTION REPORTS	FE+2		FE+2	C		P	X	
1815		FIELD SANITATION INSPECTION REPORTS	FE+2		FE+2	O		P	X	
1817		PUBLIC LODGING INSPECTION REPORTS	FE+2		FE+2	O		P	X	
1819		MIGRANT LABOR HOUSING APPLICATION/RENEWAL PKG	AC+2		AC+2	O		P	X	
1832		YOUTH CAMPS APPLICATION/RENEWAL PACKAGE	AC+2		AC+2	O		P	X	
1882		RECREATIONAL SANITATION INSPECTION RECORDS	FE+2		FE+2	O		P	X	
1950		REGISTERED SANITARIAN/CODE ENFORCEMENT OFFICER PROGRAM - APPLICATION PACKAGE	US		US	C		P	X	
1951		REGISTERED SANITARIAN/CODE ENFORCEMENT OFFICER PROGRAM - RENEWALS	US		US	C		P	X	

RETENTION CODES (Field 7)

MEDIUM CODES (Field 10)

ARCHIVAL CODES (Field 9)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
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US - Until Superseded

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707 - GENERAL SANITATION DIVISION											
	1952	REGISTERED SANITARIAN/CODE ENFORCEMENT OFFICER PROGRAM -PENDING	FE+1		FE+1	C		P	X		
1.1.006	100	COMPLAINTS	AC+2		AC+2	C		P	X	AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.007	88	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	89	GENERAL CORRESPONDENCE	1		1	O		P		PAPER, ELECTRONIC	
1.1.008	778	GENERAL CORRESPONDENCE	1		1	O		E			
1.1.014	1918	LEGAL OPINIONS AND ADVICE	AV		AV	O	R	P	X		
1.1.020	1926	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=REQUEST FULFILLED	
1.1.021	1927	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST	
1.1.057	776	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
2.1	777	MASTER FILES IN FOXPRO	AV		AV	O		E			
3.1.001	1897	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION.	
3.1.014	1928	EMPLOYMENT SELECTION NOTES	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION	
3.1.019	1896	PEFORMANCE APPRAISALS/JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.	
3.1.020	1684	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.4.004	4973	OVERTIME AUTHORIZATION	2		2	O		P			
3.4.007	1931	LEAVE REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC	
4.5.006	1932	ANNUAL OPERATING BUDGETS	FE+3		FE+3	O		C			

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5.3	4705	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P
5.3.008	1947	PURCHASING LOGS	FE+3	FE+3	O	P
5.3.009	1938	REQUESTS FOR INFORMATION	AC	AC	O	P

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